



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
FAMILY SUPPORT DIVISION  
FOOD DISTRIBUTION PROGRAMS  
**TRANSFER OF USDA-DONATED FOODS**

**SEE REVERSE SIDE FOR INSTRUCTIONS**

<b>FROM</b> (ISSUING AGENCY)		<b>TO</b> (RECEIVING AGENCY)	
ADDRESS (STREET, CITY, STATE, ZIP CODE)  		ADDRESS (STREET, CITY, STATE, ZIP CODE)  	
PHONE NO.	CONTACT PERSON	PHONE NO.	CONTACT PERSON

I FOOD ITEM	II PACKAGING	III CASES/BALERS SHIPPED	IV CASES/BALERS RECEIVED	V REMARKS

<b>LOADING</b> OF THE ABOVE USDA-DONATED FOODS CHECKED AND VERIFIED BY:	<b>RECEIPT</b> OF THE ABOVE USDA-DONATED FOOD ITEMS IS HEREBY ACKNOWLEDGED:	
SIGNATURE ISSUING AGENCY	DATE OF TRANSFER	SIGNATURE RECEIVING AGENCY

## INSTRUCTIONS

This form is used to document the transfer of USDA-Donated Foods between recipient agencies. Print or type all entries.

**Heading (Left Side) "From":** Enter issuing agency's name, address, phone number and contact person.

**Heading (Right Side) "To":** Enter receiving agency's name, address, phone number and contact person.

**Column I, II and III:** Issuing agency shall enter the name, packaging and quantity (cases and/or balers shipped) of each food item to be transferred.

**Column IV, Cases/Balers Received:** Prior to accepting shipment, the receiving agency shall count each food item and enter quantity (cases and/or balers) of each food item received in good condition.

**Column V, Remarks:** Explain any differences between quantities (cases and/or balers) reported transferred in Column III and Column IV.

**Signatures:** The designated authorized representatives of issuing and receiving agencies shall sign attesting to transfer of the food item(s) and quantities indicated.

**Copies, Disposition Instructions:** Issuing agency shall retain the pink copy, give the canary copy to the receiving agency and submit original copy to:

FSD Food Distribution Unit  
P.O. Box 310  
Jefferson City, Missouri 65102-0310

Goldenrod copy is the control copy and intended for use by the agency initiating the FD-29.